

Enclave at Naples Security

Coming on duty

Security Officer should be in uniform at all times and should be 15 minutes early. Check voicemail, email, and put it in the log if there are any messages that are important. Check with the Manager to see if there are any issues that need to be dealt with immediately. Must have a flashlight, pen, and a sharpie. Paper, pens and Sharpies are provided. Use the Enclave cell phone to call in to report on duty. Must carry Enclave cell phone at all times.

Start your Log.

Responsibilities and Duties

Building inspections - sidewalks, entrances, passages, lobbies, and hallways shall not be obstructed or used for any other purpose except for egress (for example: bikes, chairs, clothing, etc or other items that are not permissible). Patio furniture are authorized on balconies and lanais. NO barbeques (anything that emits a flames) are allowed on lanais. No satellite dishes affixed to the building (tripods only). Nothing is allowed to be hanging over the railings. Garbage must not be left right outside the door; it must be taken to the dumpster. Furniture and appliances must be taken to the landfill (if you notice any of the residents dumping, log it, and try to get residents info.) Report burned out light bulbs.

Disturbing noises will not be tolerated that includes pets, friends, radios, etc. Give them warning (log it) if it mandates it call CCSO. There is no playing in the street. Loud noises will not be tolerated by anyone. While inspecting buildings check lights, fire extinguishers, meter room doors and anything else that looks out of place.

Ground inspections - car washing & detailing is not permitted. No repairs will made on vehicles on grounds except changing of flat tires and jump starts. No one is to be hanging out in the buildings or in the parking lot. Pick-up trash and place in dumpster. Pick-up fallen palm fronds and place by garage 20. Post Notices on Bulletin Boards and unit doors when needed.

Check the gates, light poles, sprinklers, pool area, Spa, Billiards Room and Fitness Room (minors are not permitted). Check license plate tags (for expiration). If vehicles do not have a Parking Sticker, Large Hang Tag or a Temporary Pass (or an expired one), Tow the vehicle (get the vehicles info, take pictures at all angles and license plate. Call the towing company. Stay on site till vehicle is towed.

Issue parking passes to guests or residents with rental cars as they won't have parking stickers.

Pool and Spa – Pool/Spa closes at dusk (which means no one in the water, they can be on the deck). No glass, no loud noise, no audible music and no children in the hot tub under the age of 12. If a person doesn't have a key fob & pool pass (log it) and tell them to leave. If they do not leave, call CCSO to escort them off the property. All rules must be followed (you are authorized to kick them out).

Grant access to realtors.

Periodically monitor the gates for speeders & tailgaters.

Fitness center/ Billiards room - They must have key fob on them. If you see any misuse of the equipment, log it and ask them to leave. Fitness Room, they have to be least 18 years old to be in it.

Tailgating will not be tolerated from anyone. If it is a resident get their sticker number. If they are a guest tell them to exit and come back in the right way or you will call the CCSO for trespassing. If it is a guest, and they have parked & exited the vehicle and has a temp pass (log it) the resident will get fined. LOG ALL TAILGATERS!!! Try to get all info possible (license plate, sticker or temp pass).

Return golf cart to G2-6 30 minutes prior to the end of your shift. Make sure you turn off lights and televisions in the Billiards Room & Fitness Room. Then be in the office to do the paperwork, print a copy of the log (DAR) and put it in the binder. Email the log. Put cell phone on charger, lock the Security office, turn off main lights (leave hallway light on), lock clubhouse & put extra key in lockbox.

* Plus, any other duties that the Manager assigns.

CLIENT
BY: _____
PRINT NAME: _____
TITLE: _____

CONTRACTOR
BY: _____
PRINT NAME: _____
TITLE: _____